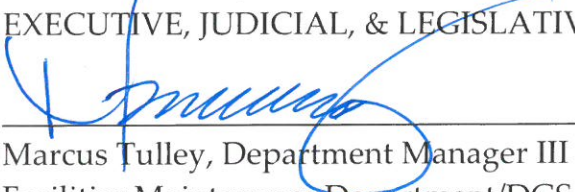




The Navajo Nation **DR. BUU NYGREN** **PRESIDENT**
Yideeskáadi Nitsáhákees **RICHELLE MONTROYA** **VICE PRESIDENT**

MEMORANDUM

TO: ALL DIVISIONS, DEPARTMENTS, AND PROGRAMS
EXECUTIVE, JUDICIAL, & LEGISLATIVE BRANCHES

FROM: 
Marcus Tulley, Department Manager III
Facilities Maintenance Department/DGS

DATE: September 25, 2023

SUBJECT: FMD ANNUAL WINTERIZATION SCHEDULE

This memorandum is to inform all Navajo Nation Divisions, Departments, & Programs that our annual "Winterization" of all facilities on our maintenance listing is scheduled to commence on Monday, October 02, 2023. This process will include deactivating all cooling units and restoring all heating units to operational use. Once this process is completed, all heating units will remain active with all cooling units ceasing operation until the spring of 2024.

All departments are encouraged to take preventive measures in preparation of our winter season with the following precautionary steps.

1. *If your facility is operating by propane services, ensure that you have sufficient propane by maintaining a supply no less than 50% capacity.*
2. *Set your facility thermostats at a recommended temperature of 70-72 degrees during the winter season. Do not attempt to tamper with any equipment or components of the heating system as this will potentially damage your heating system.*
3. *At the close of business each day leave your bathroom and kitchen faucets hot and cold side dripping as this will prevent water lines from freezing causing a water break to occur.*
4. *Do not use portable heaters in your facilities as this presents a fire hazard and electrical hazard overloading your circuits as this may damage office equipment and electronics.*

Your assistance and cooperation with notice is appreciated. If you have questions please contact me at (928) 729-4258. Thank you.